

Republic of the Philippines Department of Education Region X – Northern Mindanao

DIVISION OF TANGUE C

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PATE: 3-28-19

DIVISION MEMORANDUM No. 87 , s. 2019

"ACTIVITY REQUEST" PROCESS FLOW

To: Curriculum Implementation Division Personnel School Governance and Operations Division Personnel Office of the Schools Division Superintendent Personnel This Division

- The Program Management Information System (PMIS) is an official source of data on programs, projects and activities (PPAs) of the Department of Education from planning to implementation.
- The use of the PMIS processes is guided by D.O. 16, s. 2019 entitled "Implementing Guidelines on the Release and Use of Funds for Fiscal Year 2018".
- As stipulated in D.O. 16, s. 2018, the Activity Request (AR) and Authority to Conduct (ATC) shall be implemented to support optimal and timely implementation of plans.
- 4. To facilitate these new modalities of plan execution, the workflow process for AR and ATC are incorporated in the system. Thus, all activities to be conducted beginning FY 2019 of plan implementation shall be prepared, recorded, and finalized using the AR and ATC modalities of the system guided by the provision of D.O. 16, s. 2018.
- To facilitate adherence to the process of plan execution, this Office issues the "Activity Request" Process Flow as attached to this memorandum

For strict compliance and wide dissemination.

JEAN G. VELOSO, CESO VI OIC - Schools Division Superintendent

References

DepBd Order No. 16, 2018

To be indicated in the <u>Perpetual Index</u> under the following subjects:

> ALLOTMENT AUTHORITY BUDGET EXPENSES

MONITORING AND EVALUATION PAYMENT

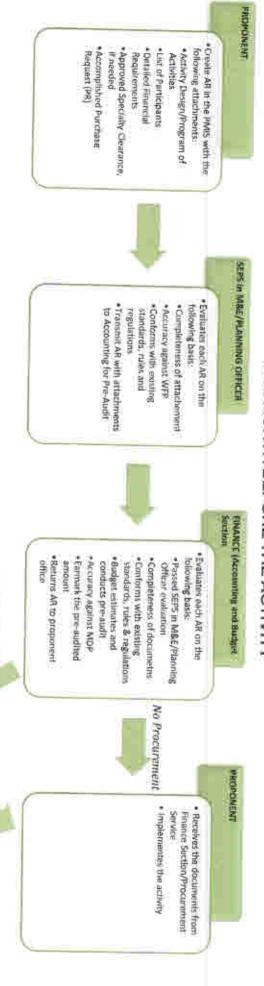
POLICY

/JGV/SGOD-Research and Planning Section/dpn



"ACTIVITY REQUEST" PROCESS FLOW

ONE MONTH BEFORE THE ACTIVITY



AFTER THE CONDUCT OF ACTIVITY

PROPONENT

*Prepares the following

Attaches documents

 Obligation Request Status *Disbursement Voucher Delivery Receipt Menu, if applicable Training attendance documents;

received from the

Accounting Office for Procurement Service and forward everything to the

PROGUNEMENT SENVICE

With Procurement

- · Evaluates each AR on the following
- Passed SEPS in M&E/Planning Officier evaluation
- Passed Accounting evaluation
- Passed Budget evaluation
- *Accuracy against APP
- If OK, commences procurement schedule entailed activity, advises end user regarding
- *Prepares RFCL Abstract, Purchase Order (PO) and Inspection Report
- Returns documents to

PROPONENT